

**MINUTES OF THE COTS  
PRIVACY, SECURITY & ACCESS WORKGROUP  
JUNE 8, 1999**

**Present:** Cheryl Clark (DMV), Pat Jackson (VT), Jim Adams (DIT), John Palese (DSS), Captain Vass (VSP), Dan Galloway (SCC), Andy Poarch (DIT), Ed Morris (DOC), Dan Houlihan (VIPnet), Ray Davis (DGIF), Claudine Conway (GTSI) and Emily Atkinson (Entrust Technologies).

**Absent:** Darrell Gasaway (DJJ), George Riesco (Nexus), Carrie Gillotte (GMU), Gordon Jarratt (County of Fairfax) and Mike O'Neil.

The June 8, 1999 COT's Privacy, Security & Access (PSA) Workgroup meeting was held at the Department of Motor Vehicles from 1-3 p.m.

Minutes from the meeting of May 4<sup>th</sup> were reviewed and approved for posting.

Cheryl Clark gave a brief update from the May COTS meeting, indicating that Secretary Upson identified development of standards and a plan for use of digital signatures by the Commonwealth as a high priority.

A suggestion was made that the PSA work group undertake "to develop a standard for digital signatures" as one priority activity. At the same time, a collaborative effort is underway involving DTP (Simonoff), DIT (Thomas) and VIPnet (Houlihan) to develop recommendations for PKI/digital signatures to be submitted to Gov. Gilmore by November. Cheryl is trying to get clarification regarding the scope of these two efforts so that they will be mutually consistent. Bill Landside and Cheryl were asked to arrange for a briefing on digital signatures to be given at the June 30<sup>th</sup> COTS meeting.

**Action: The July PSA meeting will include time to discuss and plan how to respond to the Secretary's suggestion regarding a standard for digital signatures. The meeting will be extended from the usual two hours to three hours.**

Dan Galloway asked for clarification regarding the role of COTS work groups vis-a-vis CIM in setting policy. Andy Poarch stated that CIM (DTP, as of 7/1/99) will continue to be the official body to issue policies and standards just as they have done in the past. The COTS work groups will provide assistance by doing the legwork, research and making recommendations and proposals.

***PSA WEB SITE***

Dan Houlihan gave a presentation to the Work group on the COTS/PSA Web site, "A Framework for Making Informed Decisions about Privacy, Security, and Access on the Web". This Web site will be moved to a different place on VIPnet's server so members may update the site directly using Front Page.

Dan will add a common user id and password for the site to provide some level of protection until the site is ready for public view.

***Action: Updating/Revising VIPnet sites by categories:***

- "Introduction" and "How to Use Site" — Cheryl Clark/Andy Poarch
- "Legislative Framework" — Pat Jackson/ Ray Davis/Dan Houlihan
- "Practices" — Jim Adams/John Palese
- "State Standards" and "State Resources" — Dan Galloway/Ed Morris

It was noted that other COTS work groups are developing Web sites and a question arose as to where these will be hosted and how they will be maintained.

***Action: Jim Adams will investigate and report back.***

## **DISCUSSION**

Work group members discussed the use of Privacy Statements and the use of video conferencing/Web enabled government. Pat Jackson stated that advance notice posted for the public's information and recording of the meeting is required for public meetings. Andy Poarch stated that JCOTS will do a demo on electronic meetings at the June COTS meeting.

## ***EMPLOYEE AWARENESS & TRAINING***

John Palese gave a presentation on "Internet Guidelines" and associated training, which have been developed for employees of the Department of Social Services (DSS). DSS has about 10,000 Internet users. Each manager is provided tools for monitoring the activity of their employees on the Internet. DSS provides training and orientation to all Security Officers and new employees. DSS has a Security Officer at each location with access to an Information Security Manual. John stated that individuals need to be educated and security conscious or they become the weakest link in the system.

Ed Morris stated that there are major issues with Internet usage within an agency. Guidelines need to be in-place for employees and "best practices" should be implemented.

Cheryl Clark stated that the work group should review guidelines and policies of other agencies/institutions and make recommendations that every agency or institution should have some type of policy in place regarding Internet usage.

Pat Jackson stated that a statewide policy might not fit the usage and needs of institutions. There are some issues that might need to be exempt for universities and other institutions. Some restrictions that might apply to agencies could be overly restrictive to the educational community.

Dan Houlihan stated that a broad policy could be recommended and each individual entity would make the decisions on specifics of *how* the policy would be implemented.

### ***VENDOR INTRODUCTION & SERVICE PROFILE***

Claudine Conway gave a brief presentation on Government Technology Services, Inc. (GTSI). GTSI is a premier provider of products and broad-based IT solution to the Federal Government and other governmental entities. She handed out a brochure SecuritySmart, to Work group members and offered to help the Work group with areas within her company's expertise.

Captain Vass complimented GTSI's products and stated that the Department of State Police currently use their products for the Department's communications area.

### ***NEXT PSA MEETING:***

Wednesday, July 6<sup>th</sup> from 1-4 p.m. at DMV Headquarters in Richmond.

(Note extended time and change in regular day.)